



# Take 2 Cornwall

## Young person Induction Policy

When young people first join Take 2 Cornwall they will be allowed to settle in at their own pace.

Depending on the needs of the young person the induction process takes the form of an initial home visit or observation in school giving staff the opportunity to meet school staff and parents/carers, and planning time to formulate individual provision plans.

We encourage parents or carers to visit the premises with their young people shortly before they are due to start. This gives the young people the opportunity to look around the Take 2 Cornwall Hub and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with Take 2 Cornwall if this has not yet been done.



If necessary, parents or carers may stay with their young people during the first week to help them settle in.

### Induction for new children/young people

The new young person will be introduced to all members of staff they will be working with and informed about any other regular visitors to Take 2 Cornwall.

- Take 2 Cornwall’s activities, rules and routines, such as snacks, signing in and signing out, will be explained.
- The young person will be shown around Take 2 Cornwall and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The young person will be introduced to the other young people at Take 2 Cornwall and where appropriate will be allocated a ‘buddy’ who will assist them with finding their way around and involving them in activities.
- Staff will keep a close eye on the new young person and will ensure that they are happy, engaged and feel secure in the Take 2 Cornwall environment.

If a young person seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier.

This policy was adopted by: Take 2 Cornwall	Date:01.09.2022
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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and Records [3.71-3.72]; Safety and Suitability of Premises, Environment and Equipment [3.54] and Child Protection [3.7].*